CHECK-OUT PROCEDURE

Early check-outs are strongly discouraged. If early check-out is necessary, it should be cleared with the principal or designee. Please refrain from checking out your student after 2:20 pm unless it is absolutely necessary. Students must come into the main office at the time of check-out when leaving during the scheduled day. A parent or guardian must be present to check the student out, or a signed note must be provided granting permission for the student to be checked out by someone other than the parent or guardian. A student may not leave the classroom until they are called out by the office. In cases of sickness, the parent or guardian may speak to a school official in the office over the phone to be checked out. A note from the parent or guardian will be required to be turned into the office the next day. An early check-out will count as an absence if 20% or more of the class is missed.

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